

BUDGET LETTER

NUMBER:

BL 14-30

SUBJECT: SUBMISSION OF BUDGET MATERIALS TO THE LEGISLATURE AND
THE LEGISLATIVE ANALYST'S OFFICE**DATE ISSUED:** December 24, 2014**REFERENCES:****SUPERSEDES:** BL 13-28

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Budget Information. Please remember that budget decisions are confidential until after the Governor's Budget is released on or before January 9, 2015. Accordingly, budget information must not be shared before the release of the Governor's Budget except with the Department of Finance (Finance). Interim versions of documents or information for the Governor's decision deliberative process must not be released.

Supplemental Budget Documents. Departments must submit 12 copies of the following supplemental budget documents to the appropriate Finance budget unit, or more if additional copies are requested by your Finance budget analyst. Finance will transmit these documents to the Legislative Analyst's Office and the legislative fiscal committees. The copies are due to your Finance budget analyst as soon as possible after final decisions are made, but no later than Friday, January 2, 2015, or an earlier date specified by your Finance budget analyst.

- 1. Approved Budget Change Proposals (BCPs).** Departments must work with their Finance budget analysts to revise partially-approved BCPs to reflect only the approved portion.
- 2. Supplementary Schedules.** Departments must submit Supplementary Schedules of Operating Expenses and Equipment, Federal Funds, and Reimbursements that conform to the final Governor's Budget.

Exceptions to these deadlines must be approved in advance by the appropriate Program Budget Manager. Please call your Finance budget analyst to coordinate this process and/or if you have any questions.

/s/ Veronica Chung-Ng

Veronica Chung-Ng
Program Budget Manager